

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 12-93

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b> May 29, 2012
<b>POSITION:</b>	<b>Serial Technician</b>	<b>CLOSING DATE:</b> June 11, 2012
<b>GRADE:</b>	FSN-6; FP-08*	
<b>POSITION NO:</b>	LC-13	
<b>WORK HOURS:</b>	Full-time; 40 hours/week	
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-08 to be confirmed by Washington) *Ordinarily Resident: Rs.562,582 p.a. (Starting salary) (Position Grade: FSN-6)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Serial Technician in the Library of Congress Office.

### BASIC FUNCTION OF POSITION

Incumbent of this positions reports to Head of Acquisitions and manages all aspects of serials acquisitions and processing which includes ordering new serial titles, annual subscription renewals, invoicing participants, check-in, claiming, and binding. Incumbent plays significant role in customer service through prompt attention to claims and questions. Incumbent requires to visit government agencies, NGOs, university departments, and research institutes to acquire "hard to acquire" research journals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Bachelor's Degree (fourteen years of education) in library science, the sciences, social sciences or humanities is required.
2. **EXPERIENCE:** Three years of technical work in library acquisitions, serials control, publishing, bookselling, or accounting/receiving work is required.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing English and Urdu are required. This may be tested.
4. **KNOWLEDGE:** Must have standard knowledge of librarianship including terminology for cataloging and serials inventory control. Knowledge of research libraries especially collection requirements is required. Knowledge of local knowledge industries including but not limited to universities, government agencies, research institutes, and NGOs as producers of journals and other serials is required.
5. **ABILITIES & SKILLS:** Incumbent must be proficient in MS Office Suite with abilities including document creation and spreadsheets. Accuracy and close attention to detail is required. Ability to interpret elements of a journal title page with volume and issue numbers for correct data entry and transcription is required. Ability to work independently recognizing the need to seek advice for non-routine problems is required. Must have good customer services skills. Good communication skills to answer questions and explain program is required.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov) . The Vacancy Announcement Number (e.g. 12-93) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach your documents with the application at this stage. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 11, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.